

CALIFORNIA COMMISSION ON TEACHER CREDENTIALING

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**Date: May 22, 2003****From: Helen Hawley, Consultant****To: Higher Education and K-12 Educators of English, Mathematics, Science and Social Science****Subject: Invitation to participate in Subject Matter Review Panels**

The Commission is establishing Subject Matter Review Panels for new English, mathematics, science and social science programs. You are invited to nominate yourself and/or a colleague for service on one of these Panels.

The Subject Matter Review Panels will meet in Sacramento for two days in October, 2003, for training and calibration on reviewing program documents submitted in response to the Commission's new adopted standards in these four subject areas. The remainder of the review process will take place electronically, through a web-based interactive document review process that allows reviewers to input, share and discuss their review findings, and to come to consensus on feedback for program sponsors and ultimately a recommendation for program approval.

The Commission will cover the costs of your necessary travel expenses to attend meetings. Hotel reservations will be made for you and billed directly to the Commission. You will be reimbursed by the Commission for your meal expenses at the meeting. If you need to fly to Sacramento for the meeting, you must arrange for your travel through our office. If you drive to the meeting, you will be reimbursed for mileage. More specific travel and reimbursement instructions will be provided to those individuals selected to be on the Panel. If you are employed by a school district and need a substitute in order to attend the meeting, the Commission will reimburse your district for the cost of the substitute upon request.

Attached is a form to indicate interest in being a member of the Subject Matter Review Panels. If you have any questions about the review process, please contact me at hhawley@ctc.ca.gov, or at 916-445-8778.